NAVSUP

NAVAL SUPPLY SYSTEMS COMMAND

Purchase Card (PC) Simplified Acquisition Procedures (SAP)

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SUP21A2

Ready. Resourceful. Responsive!

NAVAL SUPPLY SYSTEMS COMMAND HEADQUARTERS

Correlation between P/C & SAP

REGULATORY GUIDANCE:

FAR

DFARS

MCARS (replaced NAPS)

SUPPLEMENTARY GUIDANCE:

EBUSOPSOFFINST 4200.

1A (P/C)

FMR (P/C)

NAVSUPINST 4200.85C (SAP)

Dollar Thresholds

- $0-$2500 – Micro-purchases – 99% use purchase card as purchase method
- $2500-$100,000 – Simplified Acquisition Procedure – Purchase Card should be used as the method of payment to maximum extent practicable
- Increased thresholds for OCONUS

Basic Policies/Procedures for use of P/C & SAP

- Use of oral solicitations
  $0-$2500 – P/C $2501-$25K – SAP
- $0-$2500 – Rotate business among qualified suppliers (P/C)
- $2501-$25K – Contact 3 vendors to obtain quote on price/delivery (SAP)
- $0-$2500-PC exempt from S/B
- $2501-$25K – Automatic reservation S/B

Purchase Process

- **Purchase Request**
  - ***Key Elements of the Purchase Request (PR)***
    - **Minimum need**
    - **Mission requirement**
    - **Fair and reasonable**

Purchase Process (Cont.)

- **Screen Requirements for availability from Mandatory Sources (FAR Part 8)**
  - ***Products available from the Committee for Purchase from People who are Blind or Severely Disabled***

JAVITS-WAGNER-O'DAY ACT (JWOD)

JWOD Products

List of Products provided by JWOD

- Pens
- Pencils
- Highlighters
- Markers
- Paper
- Paper Pads
- Easels, Boards & Accessories
- Transparency Film
- Labels, Index Cards
- Filing Folders
- Calendars & Accessories
- Binders
- Briefcases & Portfolios

JWOD Products

- Computer Disks, Tapes CD’s
- Computer Accessories
- Pinter Toner Cartridges
- Office & Desktop Accessories
- Hole Punch, Paper Cutters, Shredders
- Paper Fasteners, Rubber Impression Stamps
- Cleaning & Janitorial, Hardware & Paints
- Mattresses & Bedding, Personal Care & Safety
- Services

Purchase Process (cont)

- **Cardholders**
  - ***No longer required to purchase products/services from Federal Prison Industries (FPI) Schedule's at or below $2,500***
  - ***No clearance or "waiver" required from FPI***

Purchase Process (cont)

- Solicit Price & Delivery Information from Vendors
- Chose Award Method <$2,500
- Award to Contractor providing “best value ” price and other factors considered
- Distribute “equitably” among qualified suppliers

Prohibited & Special Attention Items

- **Advance Payments -**
  - Exception: subscriptions, post office box rentals
- **Advertising -**
  - Exception: Chief Naval Personnel authorized for specific media advertising
- **Lease of Buildings or Land -**
  - Prohibited from entering into long term leases

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Prohibited & Special Attention Items

- ***Cash Advances -***
  - **Prohibited from using P/C for cash advances**
- ***Christmas & Other Seasonal Decorations -***
  - **May be acquired – local customs/traditions observed – Christmas cards prohibited**
- ***Coffee Pots, Refrigerators, Microwaves -***
  - **Exception: Authorized Mess – Use of ORF – Recruiters authorized to buy meals recruiting applicants**

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Prohibited & Special Attention Items

- **Commercial Vehicles -**
  - Prohibited
- **Rental of Commercial/GSA Vehicles -**
  - Prohibited
- **Employee Identification Tags -**
  - Exception: Activity determines use in support of mission requirements

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Prohibited & Special Attention Items

- ***Fuel, Oil, Services, Maintenance & Repairs -***
  - **Prohibited**
  - **Exception: Fleet Card Not available – less than 10,000 gal annually – 20,000 gal overseas**
- ***HAZMAT & Hazardous Waste Disposal -***
  - **Exception: commonly used HAZMAT**
- ***Light Refreshments at Conferences -***
  - **Prohibited**

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Prohibited & Special Attention Items

- ***Lodging & Meals -***
  - **Prohibited**
  - **Exception: Reserve Activities authorized to buy meals for drilling reservists**
- ***Plaques, Ashtrays, Paperweights & Other Mementos as Give-Away Items -***
  - **Prohibited**
  - **Exception: Support of employee recognition program**

Prohibited & Special Attention Items

- **Printing & Duplication -**
  - Prohibited
- **Transportation -**
  - Prohibited
  - Exception: FedEx contract small pkgs 150 lbs
- **Travel -**
  - Prohibited

Prohibited & Special Attention Items

- ***Uniform Items -***
  - **Prohibited**
  - **Exceptions:**
    - **Uniform must serve Governments interest**
    - **Shall assist personnel in performing function**
    - **Clothing shall be in line with mission of organization**
    - **Shall meet Governments minimum need & remain Government property**
    - **Government assumes responsibility for cleaning, storage, and repair**

File Documentation

Purchase Card File Documentation

- **Requisition Document (Electronic/Paper)**
  - **Funding**
  - **Purchase Description**
  - **Screening Documentation (Mandatory Sources/Special Attention Items)**
  - **Suggested Source – Vendor information**
  - **Receipt**
  - **Signed by other than Cardholder**
  - **Proper Receipt, Acceptance & Inspection**

Training

- Civilian Employees
- DD1556 – Request, Authorization, Agreement, Certificate of Training & Reimbursement
- Government - Non Government

Training (Cont.)

- Regularly Scheduled
- Off-the-shelf course
- Training Conference
- General Public – Same Price Everyone

Training (Cont.)

- **Non-Government Training courses costing over $25,000 can only be obtained through a competitive contracting process**